



## Position Description

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<b>Title</b>	Maternal Fetal Medicine Fellow
<b>Department</b>	Maternal Fetal Medicine
<b>Classification</b>	As per award
<b>Agreement</b>	Victorian Public Health Sector (AMA Victoria) – Doctors in Training Enterprise Agreement 2022-2026
<b>Responsible to</b>	Director – Maternal Fetal Medicine

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## Department/Unit Specific Overview

Clinical services and research activities in Maternal Fetal Medicine are undertaken in the Department of Maternal-Fetal Medicine, the Ultrasound Department and in the associated multidisciplinary specialist clinics and inpatient services. The Department provides the full range of care to women with complex medical disorders and/or complications associated with their pregnancy.

## Position Purpose

Subspecialty Fellows are responsible for the provision of excellent clinical care to women who are outpatients or inpatients of the Royal Women's Hospital, and their babies and families.

The area of practice will be limited to the relevant subspecialty area except as agreed or as necessary in exceptional circumstances.

## Key responsibilities

Fellows in Maternal Fetal Medicine:

- Undertake a range of training opportunities in clinical and research aspects of Maternal-Fetal Medicine under the supervision of the Director of the Department of Maternal-Fetal Medicine and other consultant senior medical staff of the Department of Maternal-Fetal Medicine and associated services;
- In particular, provide clinical care for women with complicated pregnancies, including undertaking ultrasound imaging; ambulatory clinics including the Maternal Medicine Clinic, the Fetal Medicine Clinic, the Multiple Pregnancy Clinic, the Diabetes Clinic, the Recurrent Miscarriage Clinic and the Genetics Clinic; participating in in-patient care at both The Women's and other Parkville Precinct sites, operating theatre and intrapartum care of the hospital's MFM and maternity patients.
- Attend, participate in, and undertake clinical teaching and audit sessions associated with the hospital's maternity care activities;
- Undertake lecture, tutorial and bedside teaching of undergraduate and postgraduate clinical trainees;
- Contribute to, support and/or undertake various clinical research studies in the field of Maternal Fetal Medicine;
- Undertake other duties as directed from time to time consistent with a Fellow's level of skill and experience;
- Must be aware of and work in accordance with hospital policies and procedures, including Human Resource, Clinical Practice Guidelines, Occupational Health and Safety, Equal Employment Opportunity, and Privacy and Confidentiality, and also ensure Registrars and HMOs are also working within these guidelines.

## Training Program

The Royal Women's Hospital is accredited by RANZCOG to provide designated postgraduate subspecialty training in Maternal Fetal Medicine, in accordance with the requirements for the Certificate in Maternal Fetal Medicine (CMFM). Priority will be given to applicants who have been accepted to the RANZCOG CMFM subspecialty training program.

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These positions are suitable for trainees who have completed all requirements of the Core Training Program of RANZCOG (or equivalent).

Training information is available at [www.ranzcog.edu.au](http://www.ranzcog.edu.au)

## Key Selection Criteria

### Experience/Qualifications/Competencies

- MBBS or equivalent qualification
- Registered Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Completion of all core training requirements in the RANZCOG training program (or equivalent) is essential
- At least 5 years postgraduate Obstetrics and Gynaecology experience.
- FRANZCOG (or equivalent) preferable.
- At least basic obstetric ultrasound experience preferable, with formal obstetric ultrasound qualifications an advantage.

### Attributes

- Well-developed interpersonal skills are essential
- Ability to work in a team
- Flexibility to work shift-work & rotating roster including after-hours & weekends.
- Professional demeanour at all times
- Ability to balance competing or conflicting priorities as well as time-management skills.
- Embodies the Women's values of courage, passion, discovery and respect

### Organisational Relationships

- Fellows report to the Director of the Department of Maternal-Fetal Medicine in relation to all clinical, research, educational, administration and other duties carried out in their capacities as Fellows and to the Maternal-Fetal Medicine Training Program Director in relation to RANZCOG CMFM training matters.
- With respect to specific clinical service and research activities/duties, Fellows are also responsible to the heads of the respective clinical service and research areas.

### Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical Demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	N/A
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional

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<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward / forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Rare
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	N/A
<b>Squatting / crouching</b> – adopting these postures to complete tasks	N/A
<b>Leg / foot movement</b> to operate equipment	N/A
<b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5–10 kilos	N/A
– Heavy lifting and carrying – 10–20 kilos.	N/A
<b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional (may be required to assist with patient transfers in operating suite)
– moderate push / pull forces 10–20 kg	Rare (may be required to assist in patient transfers in operating suite)
– heavy push / pull forces over 20 kg	N/A
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift.	Prolonged/Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing / reviewing patients in /outpatients	Prolonged/Constant
<b>Problem Solving</b> issues associated with clinical and non-clinical care	Prolonged/Constant
<b>Attention to Detail</b>	Prolonged/Constant
<b>Working with distressed people and families</b>	Occasional
<b>Dealing with aggressive and uncooperative people</b>	Rare
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Exposure to distressing situations</b>	Occasional

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## Definitions used to quantify frequency of tasks / demands as above

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<b>Prolonged / Constant</b>	70–100 % of time in the position
<b>Frequent</b>	31–69 % of time in the position
<b>Occasional</b>	16–30% of time in the position
<b>Rare</b>	0–15% of time in the position
<b>Not Applicable</b>	

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### Employee Responsibilities and Accountabilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for The Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.
- As a consequence all staff are responsible and accountable to ensure that (within their area of work):
  - Data recording and reporting, (including RWH external reporting ) is timely, accurate (i.e. error free) and fit for purpose
  - Data management system policies and control processes are complied with on all occasions

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- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

### **Vaccination requirements**

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### **Declaration**

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed Date:** April 2025

**Reviewed by:** Manager – Medical Workforce

**Date of next Review:** April 2026

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